



## Message from the Director

Whether you are at home or at work, knowing how to prepare and what to do when an emergency occurs can make all the difference. This brochure provides key emergency response information for BNL employees, users, and guests that can help you prepare for the unexpected.

I and other Lab managers take emergency management very seriously, and that's why we put so much effort into preparation – testing emergency warning systems, holding an annual site exercise, conducting emergency evacuation drills, and maintaining an Emergency Operations Center.

Please do your part to support this vital effort. I expect all of us to know our responsibilities and actions we are required to take if an emergency should occur. This brochure is designed to remind you of those responsibilities and expected actions.

Sam Aronson

## Brookhaven National Laboratory To report an emergency

To report a police, fire, medical, or other emergency call:

Lab phones: **x2222 or 911**  
Cell phones or pay phones:  
**631-344-2222**

### Sitewide Warning Systems

- Steady siren – report to your indoor assembly area
- Intermittent siren – follow instructions from the Lab's emergency/security forces to evacuate the site
- Building Tone Alert Radios – listen to tone alert and follow instructions given
- Building alarm bell systems – evacuate building and report to the outdoor assembly area
- LEC – Local Emergency Coordinator

My building is in evacuation zone: \_\_\_\_\_

My Local Emergency Coordinator is: \_\_\_\_\_

Room #: \_\_\_\_\_ Ext. #: \_\_\_\_\_ Date recorded: \_\_\_\_\_

For more information contact:  
**John Searing, Manager**  
Office of Emergency Management  
**631-344-3108**



P.O. Box 5000  
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# Emergency Preparedness

at Brookhaven National Laboratory



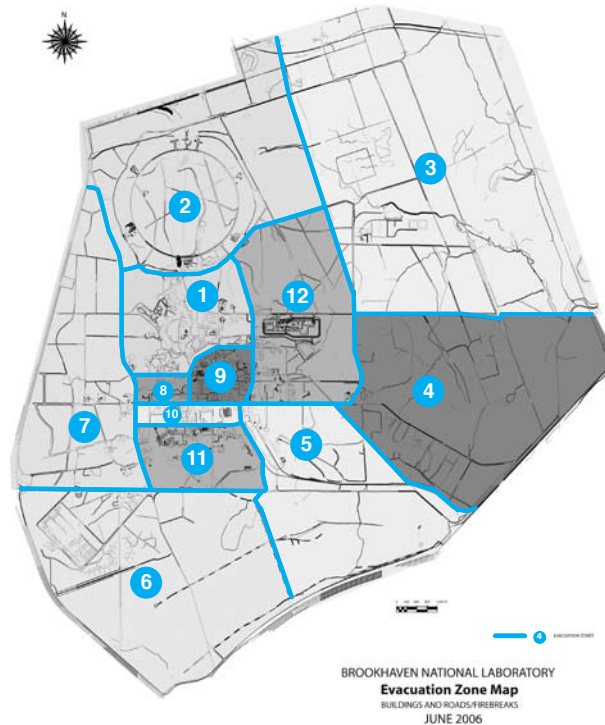
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## KEY EMERGENCY INFORMATION

Brookhaven National Laboratory's Emergency Management Program takes preventive measures to ensure a safe environment for employees, guests, visitors and the surrounding community. The lab's emergency responders are highly trained to take action quickly, communicating critical information and initiating response actions appropriate to the hazards presented by an emergency. The mission of this program is to ensure that emergency resources are ready, before, during, and after emergencies.

Since emergencies can happen at any time and be linked to various natural or manmade causes, the Laboratory focuses on planning and preparedness in order to help minimize the effects of an emergency. Each year, the Lab conducts emergency drills, ranging from small, informal sessions to building evacuation drills to full-scale graded exercises that involve personnel from across the site. Occasionally, real-life situations happen that test our ability to respond quickly and protect the health and safety of employees, users, guests and visitors. In preparation for these real-life situations and drills, everyone on site should be aware of some basic emergency response information and know what to do when they are instructed to take various actions.

If an emergency occurs, information will be communicated on the Laboratory site in the following ways:



## WARNING SYSTEMS

- Sitewide siren system
  - Steady siren – report to your indoor assembly area
  - Intermittent siren – follow instructions from the Lab's emergency/security forces to evacuate the site
- Tone alert radios – listen to tone alert and follow instructions given
- Building alarm bell systems – evacuate building and report to the outdoor assembly area
- Local Emergency Coordinator (LEC) – follow instructions of the LEC

## EMERGENCY EVACUATION ZONES

Know what emergency evacuation zone you work in. Information on emergency evacuation zones can be found in several places:

- Posted on walls/bulletin boards in each building
- Located on the Emergency Information web page at <http://www.bnl.gov/oem/SiteInfo.asp>

## EMERGENCY COMMUNICATIONS

- Broadcast e-mail system
- Emergency notification alert system - sign up on web page using your devices e-mail address at: <http://intranet.bnl.gov/oem/ensList/>
- Laboratory website alert, go to: <http://www.bnl.gov/oem/SiteInfo.asp>
- 344-INFO

## REPORTING AN EMERGENCY

- Laboratory phone: call Ext. 2222, or 911
- Cell phone: 631-344-2222 (911 from cell phones goes to Suffolk County and is routed back to the Laboratory)

## LOCAL EMERGENCY COORDINATORS

Know who your Local Emergency Coordinator is. There is an assigned Local Emergency Coordinator (LEC) in every occupied building at the Laboratory. These personnel are trained to respond when an emergency occurs. Go to <http://intranet.bnl.gov/oem/lec.asp> to find out your building's LEC contact information.

For more information go to the Standards-Based Management System procedure "Emergency Preparedness" located at <https://sbms.bnl.gov/>